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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY  
FOR PREFABRICATING WOOD AND STEEL OPEN-WEB TRUSSES CHECKLIST  
#0343**

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- ❑ (1) Completed ***Product Control Application for Certificate of Competency (Green Form, Rev. October 2003)*** along with a fee of \$1000.00, payable every two (2) years, to accompany the application. Make check payable to "Miami-Dade County, Building Code Compliance Office."
- ❑ (2) Letter from a lumber inspection agency stating that they will conduct monthly inspections of mechanically graded lumber used in fabrication. Following each inspection, a report must be submitted to this office by the inspection agency per Florida Building Code 2319.17.2.3.4.
- ❑ (3) Letter from an independent quality control agency or testing laboratory, under the supervision of a professional engineer registered in the State of Florida, stating that they will conduct monthly fabrication compliance inspections, i.e., third party quality control inspections. Following each inspection, a report must be submitted to this office by the inspection agency per Florida Building Code 2319.17.2.3.5.
- ❑ (4) Quality Control Manual developed by the applicant to confirm to the Building Code Compliance Office that the production facility has the capability by reason of commitment, personnel, organization, experience, procedures, knowledge, and equipment to prefabricate wood and steel open-web trusses.
- ❑ (5) Manufacturer's certification that the webs are manufactured and tested in accordance with ASTM A500.
- ❑ (6) Manufacturer's certification that the steel pin connectors are manufactured and tested in accordance with ASTM or SAE specifications.
- ❑ (7) Manufacturer's certification that the bearing clips are manufactured and tested in accordance with ASTM specifications.
- ❑ (8) Steel plate and bolt material specifications for the tension connectors.
- ❑ (9) Open-Web Truss Manufacturing Standards for each product.
- ❑ (10) Product identification, handling, protection, inventory control, and shipping at the production facility.
- ❑ (11) Product handling and storage requirements at jobsite.
- ❑ (12) Provide information on the production facility's employee training in quality control and safety.
- ❑ (13) Shop drawings must be kept as part of your records for not less than five (5) years. Provide a statement on company letterhead (signed by an official of the company) that this will be done.
- ❑ (14) Products and assemblies shall be in strict compliance with the Florida Building Code. Provide a statement on company letterhead (signed by an official of the company) that this will be done.
- ❑ (15) Having complied with all the above, a Product Control Inspector shall inspect the plant prior to issuing a Certificate of Competency.
- ❑ (16) Initial inspection performed on \_\_\_\_\_, by \_\_\_\_\_.